

[? Help](#)**Job details**

Job 1 of 1

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General Information *The Office of Independent Review is a special commission created by the County Board of Supervisors to insure the integrity and effectiveness of internal investigations at the Probation Department and the Sheriff's Department. The Probation office is made up of two attorneys, an investigator and a secretary. The OIR secretary interacts closely with all members of OIR and is a vital part of the organization.*

Interested individuals, who currently hold the payroll title of Senior Secretary III, are encouraged to submit a cover letter, a resume and a copy of their last two years Performance Evaluations and last 2 years of their time variance (time records), by **email (preferred) only**.

Please email documents to:

Lucy Gutierrez
Office of Independent Review
(562) 940-2590
Lucy.Gutierrez@probation.lacounty.gov

AND

Robert Miller
Office of Independent Review
(562) 940-2590
Robert.Miller@probation.lacounty.gov

with subject line: "Senior Secretary III".

Requirements Individuals interested in applying for this position must currently hold the payroll title of Senior Secretary III.

Desirable Qualifications

- Ability to organize, prioritize and multi-task,
- Great interpersonal skills,
- Excellent computer skills (e.g, Microsoft Office- Excel, Word, Powerpoint, Outlook),
- Ability to work under pressure,
- Excellent oral and written communication skills,
- Ability to work collaboratively in a team environment with internal and external staff and community partners,
- Keen awareness and understanding of office organization, with management, staff on confidential matters, as required

Duties

Assists all operations at the Office of Independent Review located at Probation headquarters building in Downey.

Organizes and tracks incoming and outgoing case investigations. Monitors caseload for attorneys and investigator.

Acts as intermediary between Office of Independent Review (OIR) and other employees, managers, executives in the department, transmitting messages, orders and requests, both written and verbal, and when authorized, acts in the supervisor's absence.

Prepares letters to Board of Supervisors. Helps edit and prepare OIR's Annual Report and other specific topic reports.

Complex and demanding position requiring ability to adapt to new tasks and challenges and to anticipate deadlines and project conflicts.

Maintains case status records and files by updating court actions and court dates to electronic databases.

Prepares correspondence, notices, and memoranda, including interpretations of departmental policy and the laws and regulations governing activities of the office.

Checks material being submitted for supervisor's attention to ascertain that all relevant data, files, signatures, etc., are included.

Monitors the execution of plans and projects instituted by the supervisor and recommends improvements in departmental procedures.

Screens office telephone calls and inquiries, makes appointments and arranges conferences and meetings for the Office of Independent review.

Performs general office duties, filing, ordering and maintaining office supplies.

Keeps logs and compiles data for reports.

Vacancy Information

The Los Angeles County Probation Department is seeking candidates who hold the payroll title of Senior Secretary III to fill a position in the **Office of Independent Review (OIR)**.

This individual will work in a dynamic, demanding team environment and reports to the Lead Attorney in the Office of Independent Review (OIR)

Available Shift

Day

Contact Name

Hugo Vasquez

Contact Phone

562-940-2522

Contact Email

Hugo.Vasquez@probation.lacounty.gov

Job Field

Secretarial

Job Type

Administrative Support

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